

12 FAH-12 H-000 IMPLEMENTATION PROCEDURES FOR ACCOUNTABILITY REVIEW BOARD (ARB) RECOMMENDATIONS

12 FAH-12 H-010 PROCEDURES

*(CT:ARB-1; 12-08-2014)
(Office of Origin: M/PRI)*

12 FAH-12 H-011 GENERAL

(CT:ARB-1; 12-08-2014)

The roles and responsibilities for managing ARB implementation are detailed in 12 FAM 036.3.

12 FAH-12 H-012 ACCEPTANCE OF RECOMMENDATIONS

(CT:ARB-1; 12-08-2014)

Following receipt of an ARB's report, the Secretary will determine what actions should be taken with respect to the recommendations. The Deputy Secretary of State for Management and Resources will oversee the Department's progress on ARB implementation.

12 FAH-12 H-013 IMPLEMENTATION OF RECOMMENDATIONS

(CT:ARB-1; 12-08-2014)

- a. **Implementation:** The Under Secretary for Management (M), in coordination with the Under Secretary for Political Affairs (P), is responsible for implementation of ARB recommendations. On behalf of the Secretary and other Department principals, the Office of Management Policy, Rightsizing and Innovation (M/PRI) will coordinate and track recommendations and manage the

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overall implementation process. The Under Secretary for Management will determine the status of a recommendation. Refer to 12 FAH 12 Exhibit H-013, Procedural Action and Responsibilities for Managing ARB Recommendations, for a work process map that details the recommendation implementation process.

- b. **Documentation:** M/PRI will maintain all memos regarding ARB implementation; a status spreadsheet; and public fact sheets.
- c. **Implementation meetings:** On behalf of Department leadership, implementation meetings will be managed by M/PRI. Meetings will be held at least twice monthly in the first year following the ARB report. After that, the frequency of the meetings will be determined by the situation, e.g., how many recommendations remain in progress or a particular recommendation requires repeated follow-ups. M/PRI shall contact bureaus and offices between meetings to ensure work remains ongoing and to check the status of certain tasks.

12 FAH-12 H-014 REPORTS

(CT:ARB-1; 12-08-2014)

- a. **Reporting:** Following implementation meetings, M/PRI will send the Deputy Secretary for Management and Resources an information memo detailing outstanding recommendations and accomplishments. As needed, M/PRI will provide additional verbal and written updates to Department leadership.
- b. **Annual Implementation Status Review:** The ARB/Permanent Coordinating Committee (ARB/PCC) will review all past recommendations on an annual basis and provide a report to the Under Secretaries for Political Affairs and Management, providing the implementation status of all past recommendations, and noting any trends. The report will also be provided to the Deputy Secretary and Deputy Secretary of State for Management and Resources.

12 FAH-12 H-015 THROUGH H-019 UNASSIGNED

12 FAH 12 Exhibit H-013

Procedural Action and Responsibilities for Managing ARB Recommendations

(CT:ARB-1; 12-08-2014)

